

SALEM PLANNING AND ZONING COMMISSION

REGULAR MEETING

June 21, 2011

7:00

Present: K. Buckley-Chairperson, R. Amato, D. Bingham, E. Burr, R. Savalle, V. Smith, G. Walter, M. Chinatti, Town Planner/ZEO, Sue Spang, Recording Secretary

Absent: G. Fogarty, H. McKenney, Alt., Alt, Vacancy-

Guests See Sign in Sheet

CALL TO ORDER:

K. Buckley called the meeting to order at 7:00 and introduced the members present. She explained to Commission members the agenda items may be taken out of order allowing more time for the petitioner to have all of his party in attendance

ADDITIONS TO THE AGENDA: No Additions

(Due to rearrangement of agenda the items below are listed in order of discussion)

OLD BUSINESS

1. C. Dutch, 50 Buckley Road, Carvalho Detention Basins Fence Removal.

M. Chinatti informed the members that she received opinions on the issue of fence removal at 50 Buckley Road from the Public Works Director, Town Engineer, and Town Land Use Attorney.

The Public Works Director's opinion is that the fence should stay but, he would defer to the engineer and town attorney.

The Town Engineer's opinion is the fences were put in at the request of the town engineer. He would not recommend removing the fences as it is a risk management issue.

Attorney Byrne stated that even though the developer states the water dissipates within 48 hours that is still enough time for an accident to happen. He advised not allowing removal of the fences.

M. Chinatti faxed the opinions to C. Dutch and they have abandoned the idea of taking the fences down. The Commission does not need to take any action.

2. LDP # 11-05-02, C Dutch, 645 West Road

M. Chinatti informed the members that originally the town engineers had some initial concerns which were relayed to C. Dutch. The plans have been revised to address the concerns. J. Dillon, Town Engineer sent an email to the town stating the concerns have been adequately addressed and they have no objections to the current revised plan. M. Chinatti suggested approving the application.

M/S/C (Bingham/Savalle) to approve LDP # 11-05-02, 645 West Road. Vote: Approved Unanimously

With the consensus of the Commission V. Smith was seated for G. Fogarty

PETITIONERS

1. SPM #11-06-01, J. Wren, applicant, L. Phillips owner, 20 Hartford Road

J. Wren applicant and engineer for the applicant introduced Carmelo Cicero, from Solace, a design space group working with the bank and Bob Myer, from Chelsea Groton Bank.

J. Wren stated the plan was revised to address issues from the Town Planner, he submitted 4 copies to the Commission.

M. Chinatti stated she forwarded a plan review letter to the engineers. The response to the letter was emailed to M. Chinatti and copies were given to members. (See File Copy) She also has a letter from property owner giving support to the project.

J. Wren described the existing site and stated they wanted to add eight inches on to the existing concrete pad/island to accommodate a drive up ATM. He stated the drive up will be striped and have signage. He stated the drive up ATM will be more convenient , especially for the elderly and people with small children. A drive up is more secure and safe. He stated the site plan is based on the original site plan filed in 1987. He informed the members that the application has been submitted to the Inland Wetlands and Conservation Commission. Wetlands were flagged, the island is just inside the regulated area. He stated the bank would like to have directional signage on a post in front of the concrete island. There is no proposed lighting. There are no setback issues or any additional impervious surface planned.

J. Wren stated a study was done which started on June 15, 2011 which counted how many cars accessed the drive up window for transactions. They follow:

Wednesday-44
Thursday-51
Friday-81
Saturday-27
Monday-36
Tuesday-4 (until 10:00 am)

G. Walter stated that the entrance around the back of the building is really an alley way and that most people drive up on the north side of the building and do a U-turn into the drive up. In the alley are dumpsters, delivery trucks, and people crossing to get to the dumpsters. He thought that two drive ups would be problematic.

J. Wren stated that Jacobson in their review had two comments, the first stated that the addition of a drive thru lane reduced the area available for free traffic circulation around the northwest side of the building. The second was to provide signage directing traffic one way, around the building.

J. Wren stated that on the original site plan the traffic was intended to go around the back for the drive thru, there were no dumpsters on the original plan. He stated they are not requesting a new use.

R. Savalle stated the bank in Norwich is set up exactly the same way and it works fine. She said they have erected barriers to stop people from making the U-turn.

B. Myers, Facility Manager for Chelsea Groton stated he is not aware of any problems with customers accessing the drive thru by the back of the building. He stated the customers are trained to go around the back of the building to access the drive thru. He said to his knowledge there is no issue with people doing a U-turn and not using the approved access way.

R. Amato did not think the lighting was adequate in the back of the building.

J. Wren stated the outside ATM will get all the ATM transactions because the inside existing ATM will be removed.

D. Bingham asked if the new outside ATM which is replacing the inside ATM will be a problem for the existing businesses. He stated the drive up ATM is not designed for people walking up to use an ATM. He worries the proposed change will have an effect on business and the bank.

B. Myers stated the existing ATM is not staying because it is old technology and security is a consideration. He stated the drive up ATM will be more convenient , especially for the elderly and people with small children. A drive up is more secure and safe.

J. Wren noted that the applicant can look into delivery times and trash pick-up times.

R. Amato asked if the outside ATM had to be attached to the building, can it be a new building somewhere else on the property?

B. Myers stated it would be too cost prohibitive and the bank would not pursue that avenue.

J. Wren suggested the bank can look into placing speed bumps in the back access to slow traffic down. He would investigate the lighting in the back and what was on the original plans.

J. Wren went over the response to comments from the town's engineers.
(See File Copy)

M. Chinatti asked the applicant if they could include the overhangs on the back of the building on a revised set of plans.

M/S/C (Amato/Smith) to table SPM # 11-06-01, J. Wren, applicant, L. Phillips owner, 20 Hartford Road-Addition of a Drive Thru ATM. Vote: Approved Unanimously

OLD BUSINESS, (CONTINUED)

3. D. Abetti, Economic Development Commission, (EDC) Presentation

F. Sroka, Chairman of EDC gave background information on what D. Abetti, EDC member will be presenting. He stated the Commission has been working for a couple of years to develop a model for businesses coming into town. According to the survey in 2009 the townspeople wanted businesses that suit the scale of the town and to offset taxes. He stated it was vital for EDC and PZC to meet and be in sync.

D. Abetti explained the Business Champion process EDC developed. She stated the process will give point values to businesses to help them decide if they would be eligible for the Champion process. If a business will create more expense for the town than the town will benefit from, they would not be eligible for the process.

The EDC also wants to be upfront with potential businesses about expectations. They will be tracking businesses during setup to assess what worked and what didn't work.

R. Amato expressed concern about why some businesses would get the Business Champion Process and others would not.

D. Abetti stated a potential business which was not deemed a "good fit" would not be blocked from setting up in Salem but, the pulling together of the towns resources to help with the process would not be extended.

F. Sroka stated there are factors in Salem which would make a business not a good fit or a candidate for the Business Champion process. Some of the factors are if the potential business would cost the town more in services and resources than the town would take in. The town is limited by the lack of town water and sewer, electricity, etc.

D. Bingham stated that there are many home occupancy businesses in Salem and they should be supported.

D. Abetti went over the EDC screens and asked for feedback.

E. Burr asked if any existing businesses had been run through the screens.

D. Abetti replied that they had not but it would be a good exercise and test of the screens.

4. June 28, 2011 LID Workshop

K. Buckley informed the Commission that there would be an LID workshop on the June 28, 2011 meeting. She stated that would be the only thing on the agenda.

M. Chinatti stated the presentation is an educational opportunity and is open to other area land use boards and water committee's and commissions. The presentation will be approximately an hour long and refreshments will be available.

NEW BUSINESS

1. Records Disposition

K. Buckley stated that an effort has been made to organize the records in the vault. Permission has been requested and received of the appropriate state agency to destroy certain land use records dating from 1970 to 2010. She asked the members how they felt about the destruction of tapes, and notices. Some members thought they should be saved. The question of how often old records were accessed arose, it was thought they were accessed infrequently. K. Buckley asked the members to give the issue more thought and come prepared to discuss it at the meeting in July.

ENFORCEMENT OFFICERS REPORT-previously discussed

APPROVAL OF MINUTES-May 24, 2011 Regular Meeting

M/S/C (Bingham/Burr) to approve the May 24, 2011 Regular Meeting Minutes as amended:

Page 8, ¶ 1, change to: *...into the subdivision ~~they~~ the fences are unsightly.*

Vote: Approved Unanimously

EXECUTIVE SESSION- Pending Litigation-Kobyluck

D. Bingham recused himself from the vote and Executive Session

M/S/C (Buckley/Burr) to go into Executive Session at 9:10 PM to discuss ongoing pending Kobyluck litigation. The Commission requests the attendance of M. Chinatti.

Members attending: K. Buckley, R. Amato, E. Burr, R. Savalle, V. Smith, G. Walter

The Commission came out of Executive Session at 9:30

CORRESPONDENCE:

The Commission briefly discussed the letter to Sen. Stillman concerning pending legislation- File #218 and Substitute Bill #860.

ADJOURNMENT: M/S/C Walter/Amato to adjourn at 9:33PM. Vote: Approved Unanimously

Respectfully Submitted,

Sue Spang

Recording Secretary